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Special Education Child Count

REVISED Field Specifications for File Importing Into the December 1, 2005 Child Count (11/01/05)

Setting of Service codes will be the same as last year - no changes this year.

Please format this year's child count data in ASCII comma delimited format

NOTE: NEW or REVISED FIELDS MARKED BY * (See more details below)

FieldName	FieldType	Format	Length	Example
LE	Text	"9999"	4 Char	"0861"
SchoolCode	Text	"9999"	4 Char	"1775"
SchoolName	Text	"AAAAAAA"	40 Char	"Absarokee 7-8"
StudentInitials	Text	"AAA"	3 Char (cannot be <>3 char)	"AAA"
BirthDate	Date	MM/DD/YYYY	Date with 4 Char Year	04/25/2002
Gender	Text	"M" or "F"	1 Char	"M"
* LEP	Boolean Yes/No	1=yes; 0=no		1
Duplicate	Boolean Yes/No	1=yes; 0=no		0
Grade	Text	"AA"	2 Char	"PK"
Race	Text	"AA"	2 Char	"01"
SettingOfService	Text	"AA"	2 Char	"14"
ServicePlan	Boolean Yes/No	1=yes; 0=no		0
DisabilityCD	Text	1=yes; 0=no	1 Char	0 or "0"
DisabilityHI	Text	1=yes; 0=no	1 Char	0 or "0"
DisabilityDE	Text	1=yes; 0=no	1 Char	0 or "0"
DisabilitySL	Text	1=yes; 0=no	1 Char	0 or "0"
DisabilityVI	Text	1=yes; 0=no	1 Char	0 or "0"
DisabilityED	Text	1=yes; 0=no	1 Char	0 or "0"
DisabilityOI	Text	1=yes; 0=no	1 Char	0 or "0"
DisabilityOH	Text	1=yes; 0=no	1 Char	0 or "0"
DisabilityLD	Text	1=yes; 0=no	1 Char	0 or "0"
DisabilityDB	Text	1=yes; 0=no	1 Char	0 or "0"
DisabilityCW	Text	1=yes; 0=no	1 Char	1 or "1"
* DisabilityDD	Text	1=yes; 0=no	1 Char	0 or "0"
DisabilityAU	Text	1=yes; 0=no	1 Char	0 or "0"
DisabilityTB	Text	1=yes; 0=no	1 Char	0 or "0"
* Transition00	Text	1=yes; blank=no	1 Char	
* Transition01	Text	1=yes; blank=no	1 Char	
Transition02	Text	1=yes; blank=no	1 Char	
Transition03	Text	1=yes; blank=no	1 Char	
Transition04	Text	1=yes; blank=no	1 Char	
StateFY	Text	"2006"	4 Char	"2006"

Database Relationship Rules

Duplicate - The database relationships are set up to NOT accept a duplicate student in a school - that is, more than one student with the same SchoolCode, Initials, Birthdate, Gender, Race, StateFY. If there is a situation that fits this criteria, such as twins who attend the same school and have same initials and are of the same gender, the rule may be overridden by checking the “Duplicate” Yes flag for the second student.

The system will not allow importing of students with all the same criteria listed above unless the duplicate Yes flag is set.

New This Year

LEP (limited English Proficient) has been added as a new field. It is now required that if a student reported on the December 1, 2005, Child Count is limited English Proficient, this field must be marked Yes.

The disability code CW (child with disabilities) will eventually be replaced with the disability code DD (developmental delay). Administrative rule (ARM 10.16.3010) is in the process of being revised. The new rule will be in effect October 28, 2005. However, for purposes of Child Count, if a student is age 3-5 and has been identified as CW by the Child Study Team, the student will still be reported as CW on the Child Count, and continue to be reported as CW until the student turns 6 years old or a Child Study Team re-identifies the student under a different disability category.

The fields for Transition Services have been removed because of changes resulting from IDEA 2004. We are no longer collecting this data in the Child Count data collection. Please remove these fields prior to importing.

Other Data Integrity Rules

1. For students with a “CW” or “DD” disability code, the birth date must be 12/02/1999 or later (younger than 6 years old on the December 1, 2005, Child Count date).
2. Setting of Service Codes 01, 02, 03, 04, 05, 06, 07, and 08 are only valid for students whose birth dates are 12/01/1999 or earlier (6 years or older on the December 1, 2005, Child Count date).
3. Setting of Service Codes 11, 12, 13, 14, 15, 16, 17, and 18 are only valid for students whose birth dates are 12/02/1999 or later (younger than 6 years old on the December 1, 2005, Child Count date).
4. A Student cannot be entered into the system if the student’s birth date is 12/01/2002 or later (younger than 3 years old on the December 1, 2005, Child Count date) or 12/02/1983 or earlier (older than 22 year old on the December 1, 2005, Child Count date).

Code Descriptions for Clarification

LE: (REQUIRED FIELD) Legal Entity of the District. Must be 4-digit number (example: “0005”).

SchoolCode: (REQUIRED FIELD) School Code of the school within the district. Must be 4-digit number (example: “1525”).

SchoolName: (REQUIRED FIELD) This is an informational text field used to verify where the data came from (example: “Parkview School”).

StudentInitials: (REQUIRED FIELD) Student Initials MUST BE 3 characters in length. If the student has no middle initial, use the letter X (example: “AXF”)

BirthDate: (REQUIRED) Student birth date must be a valid date with the following format MM/DD/YYYY (example: 04/03/1997).

Gender: (REQUIRED FIELD) Report “M” or “F”. DO NOT report “Male” or “Female” (example “M”).

LEP: NEW FIELD (Optional Field) Use if the student is limited English proficient (yes=1, no=0).

Duplicate: (Optional Field) Use to override duplicate validation if more than one student is entered with same SchoolCode, Initials, Birthdate, Gender, Race, StateFY (see description above under *Database Relationship Rules*).

Grade: (REQUIRED FIELD) Grade Description is informational. The grade must be exact (example: pre-kindergarten MUST be "PK", first grade MUST be "1")

Grade	Grade Description
PK	Pre-Kindergarten
K	Kindergarten
P1	Pre-Grade 1
1	Grade 1
2	Grade 2
3	Grade 3
4	Grade 4
5	Grade 5
6	Grade 6
7	Grade 7
8	Grade 8
9	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12

Race: (REQUIRED FIELD) Race Name is informational. The race field must be filled with one code (example: “01”)

Race	Race Name
01	American Indian/Alaska Native
02	Asian
03	Hispanic or Latino
04	Black or African American
05	White, Non-Hispanic
06	Native Hawaiian or Pacific Islander

SettingOfService: REVISED (REQUIRED FIELD) Setting of Service code must be reported from one of two sets based on the student's age on the December 1, 2005, Child Count Date (example: "01"). See attached form for more information on setting of service codes to be used.

Students Ages 6-22

Setting of Service	Setting of Service Name
01	Regular Class
02	Part-time Special Education
03	Full-time Special Education
04	Public Separate Facility
05	Private Separate Facility
06	Public Residential Facility
07	Private Residential Facility
08	Homebound/Hospital

Students Ages 3-5

Setting of Service	Setting of Service Name
11	Early Childhood Setting
12	Early Childhood Special Education Setting
13	Home
14	Part-time Early Childhood/Part-time Early Childhood Special Education Setting
15	Residential Facility
16	Separate School
17	Itinerant Service Outside the Home
18	Reverse Mainstream Setting

ServicePlan: (Optional Field) Use if the student attends a private or home school and is receiving services from the school in accordance with a Services Plan.

Disability: (AT LEAST ONE DISABILITY CODE REQUIRED) Report all disability codes that the student qualifies under with a 1 (1=Yes) and place a 0 (0=No) for all other disability codes. Note: DD is a new code this year (see explanation above under *New This Year*).

Disability	Disability Name
CD	Cognitive Delay
HI	Hearing Impairment
DE	Deafness
SL	Speech-Language Impairment
VI	Visual Impairment
ED	Emotional Disturbance
OI	Orthopedic Impairment
OH	Other Health Impairment
LD	Learning Disability
DB	Deaf-Blindness
CW	Child with Disabilities
DD	Developmental Delay
AU	Autism
TB	Traumatic Brain Injury

StateFY: (REQUIRED FIELD) State Fiscal Year for this Child Count is 2006 (example: "2006")